



## Summer Food Service Program



## Bulletin

*Child Nutrition Programs*  
Teaching and Learning Support  
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**To:** SFSP Sponsors  
Program Reviewers

**Date:** November 4, 2015

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**From:** Alicia Stephens  
SFSP Program Specialist

**Subject:** USDA Policy Memos and Information

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### USDA Policy Memos, Information & Implementation Memos:

To view previous USDA policy memos, visit:

<http://www.fns.usda.gov/sfsp/policy>

#### Additional Topics:

- USDA Seeks Grant Applications for SNAP Participants
- Alaska Local Lunch Day
- Make it Local: Recipes for Alaska's Children Cookbook
- Center for Ecoliteracy Resource and Recipes
- Partnership of the Month: Federal Transit Administration
- Reaching Migrant Children
- Budgeting for Summer 2016
- Upcoming Webinars & Conference Calls

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**Program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Summer Food Service Program. Feel free to call the Child Nutrition Programs office if you need further clarification.**

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#### Additional Topics

- **USDA Seeks Grant Applications for SNAP Participants**

Agriculture Secretary Tom Vilsack announced the availability of up to \$16.8 million in funding to help participants in the Supplemental Nutrition Assistance Program (SNAP) increase their purchases of fruits and vegetables. The funding is available to local, state and national organizations to test incentive strategies to help SNAP participants better afford healthy foods. This is the second round of awards to be made under the Food Insecurity Nutrition Incentive (FINI) program created by the 2014 Farm Bill. USDA's National Institute of Food and Agriculture (NIFA) will administer the grants.

Funded projects will test community based strategies that contribute to our understanding of how best to increase the purchase of fruits and vegetables by SNAP participants through incentives at the point of purchase, supported by efficient benefit redemption technologies, that inform future efforts.

[Applications](#) are due **December 16, 2015**.

- **Alaska Local Lunch Day**

Did your program participate in Local Lunch Day on October 23rd in celebration of Food Day, by serving a food item that was grown or harvested in Alaska? If yes, you could receive a special prize.

Go to <http://www.surveymonkey.com/r/GSQHZQK> and complete the survey by November 30th to register your program.

The first 40 to complete the survey will receive a free thermometer or apron. The Grand Prize, an Educational Resource Package full of stickers, plush produce characters, and dry eraser posters to use in your Food Program will be drawn from all who complete the survey.

For more information please contact:  
Sue Lampert, USDA Foods Program Coordinator  
Alaska Child Nutrition Programs  
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- **Make it Local: Recipes for Alaska's Children Cookbook**

The purchasing of locally grown or harvested foods has risen substantially in the last few years. In increasing the use of local foods, there was a corresponding need for recipes using Alaska grown and harvested products that are less common in the Lower 48 such as moose and reindeer. Through a grant from USDA Team Nutrition, the Department of Education & Early Development in collaboration with the UAF Cooperative Extension Service and the Farm to School Program created the *Make it Local; Recipes for Alaska's Children* cookbook.

The cookbook contains a collection of "from scratch recipes" highlighting local foods and have been tested to be "kid-friendly". The recipes have been standardized for 25 or 75 servings and meet the meal portion requirements for both NSLP and CACFP, please note that portion sizes may need to be reduced for younger children.

We will have hard copies of the cookbook available for handout during program training and various conferences. If you would like a hard copy of the cookbook sent to you please contact Jan Mays at [jan.mays@alaska.gov](mailto:jan.mays@alaska.gov) or call at 907-465-8712.

The cookbook can also be seen on the CNP webpage, please use the links below:

Menu Resources

[https://education.alaska.gov/tls/cnp/cookbook/Make\\_It\\_Local.pdf](https://education.alaska.gov/tls/cnp/cookbook/Make_It_Local.pdf)

Traditional food and Donated Fish and Game

<https://education.alaska.gov/tls/cnp/TFDFG.html>

- **Center for Ecoliteracy Resource and Recipes**

The Center for Ecoliteracy promotes ecological education and is just another resource to add to your toolbox. The Center leads systems change initiatives, publishes original books and resources, facilitates conferences and professional development, and provides strategic consulting. We work at multiple levels of scale, with local, regional, state, and national programs.

One initiative, California Food for California Kids® supports systems change by improving children's health, education, and the state's economy while teaching students where food comes from and how it reaches the table. In addition to planning frameworks and guides for "rethinking school lunch" the Center has a great [cookbook](#) incorporating fresh, local ingredients. For more information and resources from the Center, visit: [www.ecoliteracy.org](http://www.ecoliteracy.org)

- **Partnership of the Month: Federal Transit Administration (FTA)**

The FTA's new effort aims to expand access to Summer Meals through improved options for transportation. In partnership with USDA-FNS, the FTA and the National Center for Mobility

Management (a technical assistance center funded by the FTA), hosted a “Ride to Meals” webinar highlighting partnership ideas to leverage transportation and funding resources.

Examples include: shuttle services for children and parents to and from summer meal sites; meal delivery to summer meal sites utilizing FTA-funded vehicles; and partnerships with older adult service agencies to collaborate on meal service and transportation, to include children. Funds from Program sponsoring organizations may be used at the local level to match FTA grants. Check out the webinar by visiting [www.nationalcenterformobilitymanagement.org](http://www.nationalcenterformobilitymanagement.org).

- **Reaching Migrant Children**

Children from migrant households are more likely to experience food insecurity than their peers, making reaching migrant children an important priority for us all. Sponsors can help FNS reach more children from migrant communities by prioritizing outreach to migrant organizations throughout their site recruitment efforts.

To establish eligibility for a migrant site, sponsors must submit information certifying that the majority of children served at the site are children of migrant workers. The site will then operate as an area-eligible or restricted open site, and will be reimbursed for meals and snacks served to all attending children. Migrant sites may serve

#### Additional Resources

- Increasing Access to Food and Nutrition for Migrant Children [http://www.mlap.org/pdf/migrant\\_nutrition.pdf](http://www.mlap.org/pdf/migrant_nutrition.pdf)
- Promising Practices for Ensuring Access to School Meals for Limited English Proficient Families [http://mlap.org/assets/school\\_meal\\_access\\_limited\\_english\\_proficient\\_families.pdf](http://mlap.org/assets/school_meal_access_limited_english_proficient_families.pdf)
- State Migrant Education Program Contacts <http://www2.ed.gov/programs/mep/contacts.html>

Sponsors can help overcome barriers to participation by:

- Emphasizing that families will not need to submit an application for the Program.
- Explaining that no test of citizenship is necessary to participate.

- **Budgeting for Summer 2016**

Like a well-run business, the Summer Meals Program requires a budget to establish priorities, control expenses, and allocate revenue. Understanding allowable operating costs and conducting a budget assessment are important steps sponsors can take to proactively work towards a successful, and financially sound, Program.

#### Unallowable Program Costs

Before conducting a budget assessment, it’s important for sponsors to understand what costs are, and are not, allowable under Program regulations. Sponsors should take care to ensure none of the unallowable costs listed below are included in the portion of their budget that uses Federal funds:

- Financial losses from uncollectable accounts
- Payments of overclaims, fines, or penalties
- Entertainment
- Capital expenditures
- Vehicle purchases
- Fundraising
- Costs for meals exceeding the number of eligible meals
- Other costs not included in the approved budget

For a full list, please see the “Cost Assessment” Toolkit Page:

[http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Assessing\\_Costs.pdf](http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Assessing_Costs.pdf)

## Summer Budget Assessment

Conducting a budget assessment allows sponsors to set specific Program goals, identify potential problems, and compare actual Program costs with the outcomes desired. When assessing a budget, sponsors should include the following:

### SOURCES OF REVENUE:

- Meal Reimbursements
- Activity Fees
- Food Sales to Adults
- Grants
- Cash Donations

### OPERATING COSTS:

- Food
- Food Service Salaries/Benefits
- Rental of Space/Equipment
- Maintenance of Space/Equipment
- Utilities
- Vehicle Rental/Maintenance

### ADMINISTRATIVE COSTS:

- Staff Salaries/Benefits
- Rental of Office Space
- Office Furniture and Supplies
- Building Maintenance
- Audit Fees
- Transportation
- Insurance
- Legal Fees

For more tips, please see the “Budgeting for Success” Toolkit Page:

<http://www.fns.usda.gov/sites/default/files/sfsp/SMT-Budgets.pdf>

## • Upcoming Webinars & Conference Calls

- FRAC – Building a Summer Meals Workgroup: **Thursday, November 5<sup>th</sup> at 9:00AM AST**  
Establishing a summer meals workgroup or taskforce is an effective strategy for identifying underserved areas and sharing best practices across networks. By convening invested partners early and often, you can share resources and develop an extensive outreach plan that will ensure the success of your program. Join us to learn the most effective ways to form and maintain the momentum of a summer meals workgroup. To register, please click [here](#).
- Institute of Child Nutrition (ICN) – Manufacturer’s Product Formulation Statement: Is it Acceptable? **Tuesday, November 10<sup>th</sup> at 7:30AM AST**  
A Manufacturer’s Product Formulation Statement (PFS) is provided for processed products that do not have a CN Label. A PFS communicates how a product may contribute to the meal pattern requirements of the USDA’s, Child Nutrition (CN) Programs. During this webinar, HQ CND staff will provide a step by step review of the Manufacturer’s PFS and hands-on activities to determine if the document is acceptable. To register, please click [here](#).
- USDA – FNS Fall Policy Release: **Thursday, November 19<sup>th</sup> at 7:00AM AST**  
This webinar is scheduled to last 1.5 hours and will go over FNS policy memorandums recently released. To register, please click [here](#).

- FRAC – Summer Meals at Libraries: **Thursday, December 3<sup>rd</sup> at 9:00AM AST**  
Increasing numbers of libraries are partnering with anti-hunger organizations, school districts, and city agencies to provide summer meals alongside programming. Participating in the Summer Nutrition Programs not only allows libraries to become a key ally in eliminating childhood hunger and promoting healthy foods, but also helps contribute to the library's success. Learn ways to engage your community's libraries around promoting and serving meals through the Summer Nutrition Programs. To register, please click [here](#).

## Contact Information

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## Commonly Used Acronyms

SFSP – Summer Food Service Program  
CNP – Child Nutrition Programs  
WRO – Western Region Office  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
EED – Education & Early Development  
DEC – Department of Conservation  
LEA – Local Education Agency



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